MINUTES OF THE STAFF COUNCIL MEETING

Tuesday, February 9, 2021
10:30 A.M. Zoom Video Conference

Members Present: Bailey, Ashleigh; Black, Kimberly; Brinser, Krista; Diaz-Espinoza, Crystal; Dutschmann, Deidra; Estepp, Michael; Ettinger, Lilly; Ferguson, Melanie; Fisher, Amanda; French, Gina; Glass, Alexis; Griggs, Geoffrey; Haberman, Donna; Hand, Mike; Haynes, Nick; Hendrickson, Tosha; Higginbotham, Brenda; Humphries, Mariah; Kruse, Ronda; Mathis, Jarrod; McCormick, Drew; McCulloch, Carol; McNamara, Lori; McSpadden, Erin; Price, Nicci; Ray, Denise; Rowell, Kelsey; Rylander, Amy; Shoemake, Rick; Sumrall, Laura; Tebo, Aaron; Telep, Andrew; Wheelis, Meaghann; Wilson, Jasmine.

Welcome

Donna Haberman

The meeting was called to order at 10:33 a.m. on February 9, 2021, by Donna Haberman.

Prayer Requests & Invocation

Jarrod Mathis

Jarrod Mathis led the group in prayer request and invocation.

Old Business

- January Minutes
  - A motion was made to approve the January minutes by Amy Rylander and was seconded by Kelsey Rowell.

New Business

- Elections (executive committee and committee changes)
  - Nominations are open until February 15 and each staff member can submit three nominations. Please contact any executive committee member if you are interested in serving on the executive committee next year.

- Policy Committee Update
  - Nick Haynes, Constitution and By-Laws Chair, will sit on the University Policy Committee and will provide updates on changes in policies and how those will impact staff.

- Executive Council Spirit Sale
  - The shirt sale is open until February 17 and is not restricted to staff. Shirts are tentatively scheduled to be distributed the week of Spring Break (March 8-12). If you would like to help distribute shirts for your building, please contact Donna.

- Committee Chairs: Begin creating a report on what committee has done this year
  - Committee chairs are asked to submit a report of committee activities by the May 11 meeting. These reports will be shared with the committee members next year and should include notes about successes, issues encountered, and any guidance for next year’s group.

- Open Floor Discussion
  - A concern was addressed about how staff can support causes in their personal time without repercussion in their positions, specifically related to civil protests/walks/sit-ins. Expectations and policies may differ across units and personnel policies need to be reviewed to determine if this exists for staff. If you are interested in furthering this conversation, please contact a member of the executive committee.

Suggestions were made regarding

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Suggestions were made regarding better awareness of student activities and formalizing a partnership with the Black Faculty and Staff Association (BFSA).

**Guest Speaker**

- **Human Resources** Jill Van Zee
  - All employees have a HR consultant (HRC) representative, and the contact list can be found on the HR website: [https://www.baylor.edu/hr/index.php?id=950893#HRClist](https://www.baylor.edu/hr/index.php?id=950893#HRClist)
  - HRCs provide advising and support and can make connections across campus with areas that have best practices. They also provide conflict resolution and access to developmental resources.
  - If a staff member has a policy question or area of concern, they should first visit with their supervisor before contacting their HRC.
  - HRCs are confidential resources to an extent, as they are under obligation to report policy violations and unethical behavior to the University through the proper channels.

**Staff Council Committee Reports**

- **Constitution & Bylaws** Nick Haynes
  - The committee provided a reminder that Staff Council members can bring forth agenda items for meetings. Staff Council members are encouraged to review the Constitution and By-Laws to be more familiar with the functions and processes of Staff Council.

- **Marketing & Communication** OPEN
  - No updates

- **Membership** Meaghann Wheelis
  - Nominations are open until February 15, and elections will be held March 29 through April 9.

- **Service** Deidra Dutschmann and Amy Rylander
  - The committee thanked everyone who has volunteered for The Store and reminded members to sign up for a service time. The Store has an Amazon list for donations as well.

- **Spirit Shirts** Lilly Ettinger
  - The shirt sale is ongoing and will end February 17.

- **STEPP Luncheon** Brenda Higginbotham
  - The Spring Luncheon speaker will be Dr. Jim Marsh, and the session will be April 1 (tentatively).

- **Treasurer and Scholarship** Amanda Fisher
  - The committee shared letters from students who received scholarships in the past. A link to the scholarship is now on the Staff Council website.

**University Committee Reports**

- **Bookstore Advisory** Lilly Ettinger
  - No updates

- **Calendar** Erin Poteet
  - No updates

- **Campus Diversity** Geoffery Griggs
  - The committee discussed results from the COACHE survey and voted on the diversity award winner and recipients of the grants. The campus climate survey results will be released soon.

- **Faculty Senate** Nicci Price
  - The Faculty Senate are bringing forth a resolution to support the Gamma Alpha Upsilon student group.

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- Health
  - Laura Sumrall
  - No updates
- HR Advisory
  - Jarrod Mathis
  - No updates
- Libraries/ITS
  - Michael Hand
  - No updates
- Spiritual Life Advisory
  - Denise Ray
  - No updates
- Student Life
  - Kimberly Black
  - No updates
- University Grievance
  - Melanie Ferguson
  - No updates

Department Spotlight

University Libraries
- Amanda Fisher shared information about Poage Library, which promotes the study of democracy and civics education. The Library collects papers from former members of Congress as well as local leaders. A graduate research center is located on the second floor, with a large study commons and a sound-proof room available for interviews.
- The primary customers are students and faculty conducting research as well as researchers outside of Baylor.
- Staff Council can provide support by promoting the new exhibit at Poage Library for public service and civic engagement as well as encouraging graduate students to use the graduate research center and meet with a librarian or someone working with a special collection. Additionally, Staff Council can follow the libraries on social media.

February Birthdays

Happy birthday to February birthdays!

Adjourn

The meeting was adjourned at 12:07 p.m. by Donna Haberman.